



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

***Unclassified Position Announcement
Open Competitive***

BUREAU OF CRIMINAL JUSTICE

SPECIAL PROSECUTION DIVISION – PROSECUTION UNIT

POSITION TITLES: Senior Deputy Attorney General / Deputy Attorney General

SALARY: Depending on experience, the salary range is:

Deputy Attorney General:

\$72,348.20 - \$96,607.00 Employee/Employer Paid
\$63,475.20 - \$84,743.00 Employer Paid

Senior Deputy Attorney General:

\$97,363.44 - \$107,973.00 Employee/Employer Paid
\$85,503.60 - \$ 94,713.00 Employer Paid

DUTY STATION: Carson City or Ely (*internal applicants for Senior Deputy Attorney General only*) or Las Vegas (*open competitive*). Occasional travel is required. The travel may be within or without the United States.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Attorney General. Employment is contingent upon successful completion of a NCIC/NCJIS and a fingerprint criminal history check.

The deadline to submit applications is **January 11, 2016**. Applications/resumes received for this position after this date will not be accepted or considered.

POSITION SUMMARY: Special Prosecution Division – Prosecution Unit deputies directly report to the Prosecution Unit Senior Deputy Attorney General. This unclassified position is responsible for prosecuting a broad range of criminal cases, (Prison Crime, Public Integrity, Elder Abuse and Exploitation, Sex Trafficking, Identity Theft and District Attorney Assistance Cases), and is responsible for defending federal and state habeas corpus actions, and performing such other duties as are assigned. This position will have no direct supervisory responsibilities.

The Prosecution Unit Senior Deputy Attorney General, in addition to the above duties, reports directly to the Division Chief Deputy Attorney General and will typically be delegated the task of screening and assigning matters for prosecution statewide. Additionally, the position is expected to supervise the prosecution of criminal matters by the unit deputies consistent with the general guidelines and historical practice of the unit.

QUALIFICATIONS

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited four year college or university and graduation from an accredited law school.

Requirements for employment as a deputy attorney general: A minimum of one (1) year experience in criminal law with prosecution experience at the County, State or Federal level and or experience defending federal habeas actions is preferred. Alternatively, if graduation from law school occurred within the last year, relevant externship/internship experience in criminal law will be considered. The applicant's legal background should include current experience in some or all of the following areas to be competitive: reviewing and preparing cases for trial; interviewing witnesses for trial; working with law enforcement officers; conducting preliminary hearings and grand juries and conducting bench and jury trials. The applicant must have a working knowledge of the Nevada criminal statutes, Nevada Rules of Evidence, Local Judicial District Court Rules, Nevada Rules of Appellate Procedure and Constitutional law.

Additional requirements for employment as a senior deputy attorney general: Candidates should have a minimum of three (3) years as a Deputy Attorney General; or four (4) years as a licensed and practicing attorney with one (1) year as a Deputy Attorney General; or seven (7) or more years as a licensed and practicing attorney.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment, and must be admitted to and in good standing, with the State Bar of Nevada.

For consideration for employment as a senior deputy attorney general, candidates should have experience, skill, or training in the supervision of others as demonstrated

by outside experience or coursework or completion of Department of Personnel Supervisory Courses.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and to use standard office equipment and to travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, detailed resume, writing sample and a list of 3 professional references by **January 11, 2016** to:

Office of the Attorney General
Gloria Navarro, Chief Personnel Manager
100 N. Carson Street
Carson City, NV 89701-4717
FAX: (775) 684-1108
E-Mail: gnavarro@ag.nv.gov

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